FSA Online Enrollment Instructions

1. **GO to Employee Self Service** www.seattle.gov, and click on the City Employee Resources link in the Need Help? section.

2. **ENTER your employee number and password** (if you do not know your employee number, contact your department's HR representative. For a password reset contact DoIT or the appropriate department contact.)

3. **SELECT Benefits and then Open Enrollment**

   (If this is your first time opening the benefits enrollment, please review the Open Enrollment agreement and select agree.)

4. **CHOOSE Health FSA Plan and/or Dependent (Day) Care FSA Plan**

5. **STEP 1 - CHECK Enroll / Re-enroll**

   STEP 2 - ENTER *MONTHLY amount *see note in ESS*
   STEP 3 - SAVE your changes. The following message will appear :
   [Successfully Changed]

6. To confirm 2016 benefit changes **SELECT Summary of Election**

7. **PRINT a** copy for your records